

UNITED STATES PROBATION
WESTERN DISTRICT OF WASHINGTON

VACANCY ANNOUNCEMENT

#06-WAW-28

August 2006

PART TIME DRUG ANALYSIS TECHNICIAN

Seattle Office
Up to 15 hours per week

Court Personnel System Classification Level: CL 22
Developmental Range Salary: \$11.43 to \$14.16 per hour
Full Performance Range Salary: \$14.40 to \$18.57 per hour
Depending upon experience and qualifications

Position open until filled: Preference given to resumes received by August 18, 2006
Continuation of this position is dependent on funding.

The U.S. Probation Office for the Western District of Washington is currently accepting applications for a part time Drug Analysis Technician. There are five Probation Offices within the Western District of Washington. This vacancy is located in Seattle.

The Drug Analysis Technician provides technical support to probation officers in a wide range of areas including urinalysis collection as well as clerical duties.

REPRESENTATIVE DUTIES

- Observes collection of urine samples from offenders of the same gender and maintains appropriate records. Collects and distributes test results. Enters testing data into database on a regular basis.
- Assists with the maintenance of the urinalysis program, including supplies, billings, testing equipment, and testing schedules.
- Conducts local record checks, verifies education, employment, and other records.
- Retrieves criminal history records.

QUALIFICATIONS

The successful candidate will have at least two years' progressively responsible experience in clerical, office, or other work that **indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of this position.** Experience in a legal environment would be helpful. Other requirements include:

- *applicant must be **male gender** in order to collect urine from offenders of the same gender (bona fide occupational qualification {BFOQ})*;
- high school diploma, or equivalent;
- attention to detail;
- accurate data entry skills;
- ability to work under strict deadlines;
- skill in learning and applying chain of custody procedures pertaining to urine collection;
- strong communication and interpersonal skills;
- demonstrated ability to work effectively with criminal offenders.

APPLICATION PROCEDURES

Qualified applicants should submit a cover letter and resumé to:

Human Resources, (06-WAW-28)
U. S. District Court
700 Stewart Street
Seattle, WA 98101

or via e-mail (WordPerfect, Word, or .pdf format) to:

Seattle_Personnel@wawd.uscourts.gov

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Qualified applicants selected for interviews will be tested for aptitude and typing skills.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position will be filled from this announcement.

BENEFITS

Employees of the United States District Court are not covered by the Office of Personnel Management's civil service classification system or regulations and are considered "at will" employees. Judiciary employees are, however, entitled to the same benefits as other Federal employees. Benefits are pro-rated for part time employees.

- Part-time employees earn 1 hour of annual leave for every 20 hours worked for the first two years of employment. After three years employment, a part-time employee earns 1 hour of annual leave for every 13 hours worked. After 15 years employment, a part-time employee earns 1 hour for every 10 hours worked;
- Part-time employees earn 1 hour of sick leave for every 20 hours worked;
- 10 paid holidays per year (depending upon work schedule);
- Subsidized medical coverage with pre-tax employee premiums;
- Group life insurance and long term care options;
- Flexible Benefits Program (pre-tax flexible spending for health care, dependent care and commuter/parking costs);
- Participation in the Thrift Savings Plan (similar to a 401K plan, with employer matching);
- Participation in the Federal Employees Retirement System;
- Eligible for Long Term Disability Plan Group Rate;
- Creditable service time in other federal agencies, or the military, will be added to the judiciary employment when computing employee benefits.

The United States District Court is an Equal Opportunity Employer and values diversity in the workplace.